

Director of Development

Mother McAuley Liberal Arts High School, sponsored by the Sisters of Mercy, is a Catholic college preparatory educational community committed to providing a quality secondary education for approximately 1500 young women. We are seeking a proven **Director of Development** to lead the fund raising efforts of our school encompassing the areas of direct appeals, major gifts, alumnae relations, public relations, events planning, and grant research and writing. The Director of Development reports to the President/Principal and provides staff support to the Board of Trustees and its various committees. S/he is responsible for designing and implementing an annual plan for fund raising which supports the short and long term goals identified in the school's Strategic Long Range Plan, prepares development reports for the Board of Trustees, and develops the Annual Report for appropriate constituents.

The successful candidate will have:

- A Bachelor's degree in business administration or a related field. Master's degree preferred.
- A minimum of 5 years of development/fundraising experience.
- Strong skills in communication, public relations, presentation and grant research/writing.
- A track record of fundraising success.
- Proficiency in fundraising software applications and Microsoft Office Suite.

Mother McAuley Liberal Arts High School offers a competitive salary and a comprehensive benefits package. Interested candidates should forward their resume, including a cover letter with salary requirement to:

Dr. Christine Melone
President/Principal
Mother McAuley Liberal Arts High School
3737 W. 99th Street
Chicago, IL 60655
Phone: (773) 881-6500
Fax: (773) 881-6562
Email: cmelone @mothermcauley.org

Mother McAuley is an equal opportunity employer.